

ELWICK PARISH COUNCIL

Minutes of meeting held Monday 29th July 2024, 7pm at

Elwick WI Hall

Present: Cllrs D. Woodward, H. Thompson, A. Oliver, R. Thompson, B. Irving, A. Aird.

In Attendance: Clerk, One Resident.

1. **The Public Forum:** A resident asked the Parish Council if there was any update on the resident parking. Cllr D. Woodward advised the Parish Council are now in possession of resident parking signs. The Parish Council still need to establish locations in which to display them.
2. **Apologies:** Cllr G. Hewitt, Cllr Andrew-Martin Wells..
3. **Police Report:** (i) Karel Simpson advised the Rural Crime Forum was held on Wednesday 26th June 2024. In attendance at the Forum was the newly appointed Police Crime Commissioner. The main issue discussed during the forum was the lack of police presence at Parish Council meetings, this issue is now being addressed as the Chief Inspector has requested the Special Constabulary going forward, are to communicate their shift patterns. This will enable the Rural Volunteers to work with them to hopefully improve the attendance of Police at Parish Council meetings. They are currently have two people interested in joining the Rural Volunteers, however they are just waiting to go through the vetting process, which is currently running behind. (ii) Karel confirmed they are aware of the upcoming "Elwick Family Olympics" being held in the Village on the 14th July and if they can the Police will be present with a vehicle, also if a volunteer is available they will also be present. (iii) The Parish Councillors were asked to kindly remind residents, if anyone see's or hears any suspicious activity within the rural areas, document as much details as possible i.e.; model, make and details of transport used, clothing worn etc, this information can be then fed back to the police. (iv) Karel discussed the success some other Police forces within the region were having with local WhatsApp groups, set up, so especially the farming communities could keep each other updates with local activity, it was suggested this is something in the near future our rural area, may like to consider, all councillors agreed it would be beneficial to look into this for the community.
4. (i) **Minutes of AGM meeting held on 24th May 2024:** Cllr H. Thompson proposed the Minutes with Cllr D. Woodward seconding. The meeting resolved to accept the minutes as a true record and the meeting. Chair signed the minutes. (ii) **Minutes of ordinary meeting held on 24th May 2024:** Cllr R. Thompson proposed the Minutes with Cllr B. Irving seconding. The meeting resolved to accept the minutes as a true record and the meeting. Chair signed the minutes.
5. **Annual Governance and Accountability Return for the year ending March 2024:** (a) The Clerk advised the Councillors that the accounts internal audit had been completed by Tom Atkinson of Wm Fortune and Son with no issues raised. (b) The receipts and payments account 2023 – 2024 and the Bank Reconciliation as of the 31st March 2024, the Clerk advised the councillors that the receipts and payments account 2023/2024 had been reviewed in the internal audit with no issues raised. (c) The Clerk advised, the Internal auditors had not supplied a report as part of the internal audit, when the internal auditor confirmed the audit was completed it was advised there was no issues, but section 9 of the AGAR needed to be reviewed and corrected if required to confirm the value of the asset register.. (d) The accounting statements of the Annual Return (Section2) were unanimously agreed and councillors unanimously agreed The Clerk to submit the

6. **To note the Asset Register dated 1st April 2024:** The Clerk advised that as per the last meeting on the 24th May 2024, the picnic benches (x2) and 1x gazebo 6m x 12m had been added to the asset register. Cllr R. Thompson proposed the Asset Register with Cllr. D. Woodward seconding. The Asset Register was signed by the Chair for a copy to be put on file.
7. **To approve the Risk Register dated 1st April 2024:** The Clerk advised that as per the last meeting the risk of a cyber attack had been added to the Risk Assessment. Cllr R. Thompson proposed the Asset Register with Cllr. D. Woodward seconding. The Chair signed a copy of the Risk register to put on file.
8. **Matters Arising: (i) North Farm Development:** Cllr D. Woodward, advised he will contact John Beddoes of Lovell Homes to see if he would be available to meet to discuss the development and look at a public consultation meeting in the near future. **(ii) Teesside Yesteryear Motor Club (TYMC):** The Clerk explained to the Councillors the recent issues regarding the classic car show on The Green. In previous years the car show has been an event organised by Teesside Yesterday Motor Club. This year TYMC advertised the event in their March newsletter, and emailed the Clerk in May to advised they were organising the event on the 11th June. TYMC supplied a copy of their public liability insurance and the Clerk advised as per the Village Green Protocol they needed to complete the Village Green booking form, as they have done in previous years with the assistance with one of their club members, however this year the committee refused to complete the Village Green Booking form as well as refusing to supply a copy of their risk assessment for the event. A club member came forward and assisted with the completion of the required documentation, however the Committee then advised they were withdrawing their insurance for use of the event, and would only hold the event if the Parish Council accepted full responsibility. After a call to the clubs Chairman, who agreed the required documentation would be supplied to adhere by The Village Green Protocol the Committee then advised again they would not take responsibility. Cllr D. Woodward then contacted TYMC to give them the opportunity to think about their discussion to not continue with the event, we did not receive any response. After speaking to the Parish Council Insurance company it was agreed the Parish Council could hold the event to avoid disappointment to the Residents of the village, providing certain requirements were met as per the Parish Council Insurance criteria. **(iii) Digital Mapping:** The Clerk advised a cheque had just been raised for a received invoice received from Pear Technology for the Digital Mapping Services, all councillors agreed the Parish Council still required the services and it is to be looked into utilising the services. Cllr D. Woodward proposed the Parish Council try to get volunteers on board with I.T Skills the champion the project going forward. Cllr G. Hewitt and Cllr D. Woodward to draft a post for Facebook to see if anyone would be interested in assisting with the project.
9. **Chairmans Report: (i) Parish Liaison Meeting:** Cllr D. Woodward discussed the recent invitation, the Parish Council received to attend the first Parish Liaison Meeting organised by Brenda Harrison to be held on the 24th July. Cllr D. Woodward is unable to attend the meeting, Cllr R. Thompson agreed he would attend the meeting on behalf of Elwick Parish Council. Cllr D. Woodward proposed the Chairs from the neighbouring Parish Councils get together prior to the meeting in preparation, all councillor's agreed this was a good opportunity to communicate with the other Parish Councils and Cllr D. Woodward is to try and arrange this. **(ii) Parking along the Village Green:** Cllr D. Woodward advised he has now received two of the parking signs for the resident parking only, he is now going to try and approach some residents to see if they will allow the Parish Council to display the signs outside their properties.

10. **Ward Councillor's Report:** No Report Received! The Clerk advised Cllr A. Martin Wells had been in contact regarding the mobile cameras in attempt to tackle fly tipping. The Parish Council have been advised, unfortunately the cameras are motion activated, therefore due to the location whereby the cameras are required with trees, wildlife etc the cameras do not have adequate battery life and are not suitable for the task they would be required for.
11. **Playing Equipment and Playing Field Equipment Committee Report:** (i) Cllr Woodward advised the first meeting for the committee was held on the 11th June. Natalie Connor was elected as the chair for the committee, the committee members are as follows; Darren Thomas, Minna Ireland, Councillor David Woodward and Councillor Barbara Irving. John Pearson from Affordable Landscapes attended along with the Parish Council Clerk Marrieanne Davies taking the minutes. During the first meeting the committee reviewed the damaged equipment and equipment in need of repair. It was advised the first section of the adventure trail due to wear and tear needs to be removed. As per discussion's with the Parish Council at previous meetings John Pearson has now been instructed to go ahead with the removal of the old wood around the play equipment area and install the sleepers in the banking area. From the reclaimed timber, the required repairs will be carried out on the Zip line. The committee also discussed the current goal posts on the site are currently not in line with one another, it is proposed these are moved further down the field to a flatter area this will make the pitch smaller by putting the goal posts in line with each other, this will in turn will free up space in the centre of the playing field to allow for the opportunity of an additional play structure to be assembled, it will also be easier to maintain grass within the pitch area. We currently have funding available for a fenced of dog walk to be created, John Pearson is preparing a quote to carry out the works as per the funding criteria. It was also discussed during the meeting the possibility of sourcing a electric supply to the playing field to enable the Parish Council to install CCTV. The next scheduled meeting is Thursday 25th July 6pm at the James Greives memorial playing field. (ii) Cllr B. Irving advised a resident had approached her to advise on two occasions they have rescued a baby owl from the barbed wire down on the playing field, unfortunately after the second rescue the owl had to be euthanised. All Councillors agreed the barbed wire needs to be looked at as a matter of urgency and removed as soon as possible.
12. **Social Activities Committee Report:** (i) Cllr R. Thompson advised following the last meeting held on the 11th June, Minna Ireland was appointed as the Chair and remained the treasurer for the Social Activity Committee. The Social Activity Committee now has ten members who are listed as follows; Minna Ireland, Cllr Roderick Tompson, Councillor Hilary Thompson, Councillor Barbara Irving, Councillor Gemma Hewitt, Councillor Alex Aird, Marion Agar, Sylvie Howe, Margaret Smithson. Barrie Smithson was also coopted onto the committee during the last meeting. Parish Council Clerk Marrieanne Davies was in attendance taking the minutes. Cllr R. Thompson advised the Scarecrow competition was planned to go ahead, with straw confirmed to be delivered to the bus shelter on or around the 1st of July, Cllr G. Hewitt will advertise this on Facebook once it has been delivered. The Elwick Family Olympics is planned for Sunday 14th July, the Clerk presented all the councillors with a copy of the proposed flyer and all Councillors agreed printing was to go ahead, and flyers are to be distributed around the village as soon as possible. The next scheduled meeting is Monday 8th July 2024 in Elwick W.I Hall at 7pm.
13. **Village Maintenance Group Report:** (i) Cllr D. Woodward advised he had repaired the missing glass from the book exchange kiosk. (ii) The Clerk advised notification had been received from Hartlepool Borough Council confirming the waste, fly tipped at the bottom of the Church bank steps has been removed, she also advised she had visited the area and confirmed the waste had been removed. (iii) Hartlepool Borough Council have advised work is being carried out on Church Bank on Friday 5th and Saturday 6th July as a result the road will be closed for two days. John Pearson has been advised, as it may be beneficial for any works that need to be carried out in this

area are completed whilst the road is closed, the Clerk is to speak to John to remind him of the closure. **(iv)** The Clerk advised the road sweeper is due into the village week commencing the 8th July 2024. **(v)** Cllr G. Hewitt advised a couple of residents have raised concerns regarding a overgrown bush leading into the walk as well as a overgrown bush / tree around the substation leading up to Greenlea. It was suggested this was added onto the next big clean up event and in the long-term ask affordable landscapes to maintain the tree/bushes concerned. Cllr D Woodward suggested for the next big clean up event and future clean up events the Parish Council budget for some refreshments for the volunteers. All Councillors agreed a WhatsApp group is to be set up for the Village Maintenance committee. **(vi)** Cllr A. Oliver suggested the Parish Council look into some sort of reward or scheme to give the Village something to work towards i.e.: Britain in Bloom. Suggestions are welcome for any programmes or schemes running. **(vii)** Cllr B. Irving advised there are three flower tubs currently outside the McCorville not being maintained. Cllr Roderick Thompson advised he would approach the McCorville to see if they are interested in maintaining the tubs, if not Cllr G. Hewitt advised she would advertise them on Facebook to see if any residents would be interested in maintaining the tubs.

14. **Finance:** Finance reports supplied by Clerk. The Statement of Financial transactions 24th 2024 to 26th June 2024 tabled below:

RECEIPTS:	
Wayleave Payment Received	5.00
HMRC VAT Return 23/24	4370.76
Wayleave Payment Received	10.35
TOTAL	4386.11

PAYMENTS:	
Clear Councils – Insurance Premium 2024/2025	690.64
M Davies Expenses - Stamps	10.80
M Davies Clerks Salary – May 2024	419.10
Affordable Landscapes	890.40
M Davies Expenses – Bouncy castle deposit for Gig on The Green	115.00
Pear Technology Services Ltd – Pocket GIS tech support	120.00
TOTAL	2245.94

The Financial reports were unanimously approved.

Cllr D. Woodward advised that the Clerk has not claimed anything in respect of contribution to phone and internet. Councillors all agreed that the Clerk is to be reimbursed £20.00 per month for contribution to internet and phone usage.

15. **Correspondence:** **(i)** As per Chairmans report, regarding Parish Liaison Meeting. **(ii)** The Clerk advised correspondence had been received from Envriromena to advise the planning application has now been submitted to Hartlepool Borough Council relating to High Barnes and the solar farm. They have asked if the representatives could attend the next Parish Council meeting to

discuss potential ideas for funding within the Village. All Councillors agreed and would like to invite Enviromena to attend the next Parish Council meeting.

16. **Planning applications:** *Reference H/2024/005 – Notification of a planning application: Change of use of private land to police SOCO vehicle storage compound (respective)*, all councillor's unanimously agreed that they had no concerns and the Clerk was to respond to the application to advise the Parish Council did not object to the planning application.

17. **Matters of concern:** (i) Cllr H. Thompson advised the next book club meeting is the 3rd July, where they will be looking to install the spice racks so an area is available to display children's books inside the kiosk. (ii) Cllr D. Woodward advised he has verbally communicated with Sylvia Jobson from the W.I Hall regarding a new heating system for the W.I hall, this is something the W.i are interested in and potential funding needs to be looked into. (iii) Cllr H. Thompson advised during the last Parish Council meeting it was discussed the Parish Council approach Hartlepool Borough Council to see if they would be interested allowing the Parish Council to take on the care of the verges leading into the village, all councillors agreed this was a matter to be raised at the Parish Liaison meeting.

17. **Date of next meeting:** 29TH July 2024, 7pm at Elwick W.I Hall

Meeting concluded at 9:02pm.